


Job Aide: Registration Types

 Atrium Health Wake Forest Baptist	DOCUMENT TYPE: Form	ORIGIN DATE 11/4/2021
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Requisition Entry Orders

1. Submitters that are ordered in Requisition Entry:
 - a. Novant Forsyth Lab
 - b. Moses Cone Memorial Hospital
 - c. Wesley Long Memorial Hospital
 - d. Atrium Carolinas Medical Center Lab
 - e. Miller Street Dialysis Center
 - f. Northside Dialysis Center
 - g. Piedmont Dialysis Center
 - h. Salem Kidney Center
 - i. Autopsy
 - j. ViSi Monitoring Study
 - k. Reduction of Device Thrombosis in Extracorporeal Circulation
 - l. Best Health for Us
 - m. Catawba Valley Medical Center (Catawba Memorial Hospital)
 - n. Inpatient samples from other hospitals (non-Wake hospital inpatients)
2. Double check patient identifiers (name, DOB, MRN as applicable) before placing any orders.
3. See Beaker Submitter Testing procedure for ordering instructions.

One-Click Orders

1. Orders to be entered as One-Click Registrations:
 - a. POPL requisitions
 - b. Helms Home Care requisitions
 - c. Atrium requisitions
 - d. Coram Home Health requisitions
 - e. Outpatient clinics (non-Wake) requisitions
 - f. Prescription paper including the name and address of ordering physician
 - g. Blood bank requisitions
2. If you are unsure which registration type to use, perform a One-Click registration.
3. Double check patient identifiers (name, DOB, MRN) before placing any orders.

4. See Registration and Order Entry into the Laboratory Information Systems procedure for One-Click Registration and Order Entry instructions.

Care Evolve Orders

1. Requisitions from X Accounts (i.e. XBVRE, XВИST) are ordered in Care Evolve. This includes Employee Health exposures (XEHSГ)
2. Navigate to the Care Evolve homepage and log in using location CS:
<https://wfubmc.careevolve.com/>
3. Set the ordering account by scrolling through the Common Accounts list, or enter the X location code in the "Enter an Account" field (for example, XВИST).
4. Type patient's last name in "Last Name" field. Click Search/Select. A list of patients under that account will be displayed. If the patient is new under that account, stop to verify that you are in the same account listed on the requisition.
5. Double check account and patient identifiers (name, DOB) before placing any orders.
6. See Registration and Order Entry into the Laboratory Information Systems procedure for Care Evolve Registration and Order Entry instructions.
7. Change Account between each patient that has orders to enter in Care Evolve.